

13 FAM 430

CAREER TRANSITION PROGRAM

(CT:TPD-03; 12-20-2007)
(Office of Origin: FSI)

13 FAM 431 PURPOSE

(CT:TPD-03; 12-20-2007)
(Uniform State/USAID)
(Civil Service and Foreign Service Employees)

The Career Transition Program provides training and counseling to employees who are preparing for retirement from the Department, and provides similar assistance for those being involuntarily separated (other than for cause), to ease their transition from the Department.

13 FAM 432 Limitations

(CT:TPD-03; 12-20-2007)
(Uniform State/USAID)
(Civil Service and Foreign Service Employees)

- a. The Career Transition Program, offered by the Foreign Service Institute, Transition Center, Career Transition Center (FSI/TC/CTC), provides training and counseling for transition from active service with the Department of State. While the program provides outplacement training to help participants develop skills and techniques for job searching, it is not a job placement program.
- b. Career transition programs are offered only at the Foreign Service Institute (FSI) in Washington, DC.
- c. Employees separated for cause are not eligible to participate in FSI/TC/CTC's Job Search Program.
- d. Employees are enrolled in the Job Search Program with the understanding that they have filed or will file an application for retirement prior to the start date of the session they enroll in and that the effective date of their retirement will immediately follow the completion of the Job Search Program session they attend. They are required to sign a Retirement Agreement (13 FAH-1 Exhibit H-422.2-3) acknowledging they accept the obligation to reimburse the Department the amount of their base salary

for the period of participation in the program, and the cost of the course tuition set by FSI, should they voluntarily withdraw their retirement application.

- e. Employees are only allowed to participate in the Job Search Program once. If an individual completes the Job Search Program and subsequently does not immediately retire, he or she may not retake the Job Search Program again at a later time.

13 FAM 433 DESCRIPTION OF COURSES/PROGRAMS

(CT:TPD-03; 12-20-2007)

(State Only)

(Civil Service and Foreign Service Employees)

See 13 FAH-1 H-420 for detailed information and how-to-enroll procedures on the training courses and programs conducted by FSI/TC/CTC.

13 FAM 434 THROUGH 439 UNASSIGNED